



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

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To: ALL ELIGIBLE APPLICANTS

Subject: PAUL COVERDELL FORENSIC SCIENCES IMPROVEMENT PROGRAM
REQUEST FOR APPLICATION (RFA)

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division is pleased to announce the release of the Request for Application (RFA) for the Coverdell Forensic Science Improvement Act, henceforth referred to as the Coverdell `05 Program. The purpose of the Coverdell `05 Program is to improve the quality and timeliness of forensic science services over current operations.

Only the California forensic science laboratories identified on page 3 are eligible to apply for funding under this RFA. All Coverdell grant recipients must provide **Proof of American Society of Crime Laboratory Directors (ASCLD) accreditation or for those who have applied for accreditation**, documentation of application and/or status by the ASCLD. If you are unsure if you meet this mandatory criterion, please contact the Program Specialist listed at the conclusion of this letter.

There is a total of \$1,052,119 available for this program. The chart found on page 3 of this RFA outlines the non-competitive funding levels available for distribution during the period of January 1, 2006 to December 31, 2006.

Please closely review the enclosed RFA. The due date for the Application is Monday, **December 12, 2005**. The application should be addressed to:

**Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Way
Mather, CA 95655
Attn: Coverdell `05 Program RFA - Crime Suppression Section**

Should you have questions, please contact Angela Gilliam, Criminal Justice Program Specialist at (916) 324-9150, or via email: angela.gilliam@oes.ca.gov.

Sincerely,

John Isaacson, Chief
Crime Suppression Section

Enclosures

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
COVERDELL FORENSIC SCIENCES IMPROVEMENT PROGRAM
REQUEST FOR APPLICATION**



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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COVERDELL FORENSIC SCIENCES IMPROVEMENT PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *2004 Recipient Handbook*. The [*2004 Recipient Handbook*](#) provides helpful information for developing and completing the application. You can also access the Handbook through the website at www.oes.ca.gov by selecting Criminal Justice Program Division, "Plans and Publications", *2004 Recipient Handbook*.

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to Angela Gilliam, Criminal Justice Program Specialist, Crime Suppression Section, at (916) 324-9150, or angela.gilliam@oes.ca.gov, or by Fax (916) 323-1756.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

The due date for this application is Monday, December 12, 2005. Please mail the original and one copy of the application to the address below:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Coverdell '05 Program RFA - Crime Suppression Section

Note: OES will not accept hand-delivered copies for this application.

D. ELIGIBILITY

Eligibility is restricted to those projects currently receiving funds through OES for the Coverdell Forensic Sciences Improvement Program, as identified on page 3. Eligibility to receive Coverdell funding is contingent upon verification of accreditation by the American Society of Crime Laboratory Directors (ASCLD).

The Federal government is implementing a new eligibility requirement for laboratory systems receiving grant funds. Grant recipients must certify to these requirements (see Certification of Assurance of Compliance section, page 15, of this RFA package) by 1) utilizing the sample operational agreement, and 2) by developing an internal agreement that certifies to the requirements outlined in the Certification of Assurances section.

E. FUNDS

Funding for the Coverdell National Forensic Sciences Improvement Act (NFSIA), henceforth referred to as the Coverdell '05 Program, comes through OES from the National Institute of Justice (NIJ), a component of the Office of Justice Programs (OJP), United States Department of Justice.

The funding cycle for this program is for a 12-month period beginning on January 1, 2006 and ending December 31, 2006.

In accordance with the NFSIA guidelines, and recommendations from the California Association of Crime Laboratory Directors (CACLD), funding for the Coverdell '05 Program is based on the number of full-time (FT) forensic scientists reported from each qualifying crime laboratory.

Crime Laboratory # of FT Forensic Scientists Anticipated Grant Award

El Cajon Police Department	6	\$6,313
Alameda County Sheriff's Office	21	\$18,938
Oakland Police Department	20	\$17,886
Long Beach Police Department	14	\$12,625
San Mateo Co. Sheriff's Office	23	\$19,990
San Francisco Police Department	56	\$50,502
Kern County DA's Office	23	\$19,990
Ventura County Sheriff's Office	36	\$32,616
Sacramento County DA's Office	38	\$33,668
Santa Clara County DA's Office	43	\$38,928
San Diego County Sheriff's Office	51	\$46,293
Contra Costa County SO	46	\$41,033
San Bernardino Sheriff's Office	44	\$39,981
San Diego Police Department	53	\$47,345
Orange County Sheriff's Office	104	\$93,639
Los Angeles Co. Sheriff's Dept.	147	\$131,515
DOJ/BFS	257	\$230,414
Los Angeles Police Department	190	\$170,443
18 Total Labs	1172	\$1,052,119

There is no match requirement for these funds.

F. PROGRAM INFORMATION

The goal of the Coverdell '05 Program is to improve the quality, timeliness, and credibility of forensic science services over current operations. This program permits funding for crime laboratories expenses related to on going educational and/or training and development needs of forensic scientists, preventing and reducing the backlog of forensic cases, and for equipment needs.

These funds are provided to enhance and facilitate the improvement of forensic services. This includes ensuring that forensic scientists receive training and enhance the service levels within their respective laboratories. Therefore, it is required that each forensic laboratory served by this program either be accredited or have applied for accreditation through the American Society of Crime Laboratory Directors (ASCLD).

1. **Program Requirements**

In accordance with federal requirements projects implementing this program must:

- a. Submit an application with a detailed budget proposal utilizing Coverdell `05 funds;
- b. Employ the practices and procedures as established by the ASCLD Laboratory Accreditation Board (LAB);
- c. Maintain detailed source documentation reflecting the amount of funds received and expended;
- d. Compile and report statistical data regarding numbers of laboratory requests, types of cases received, and service turnaround times when requested;
- e. Maintain a readily identifiable inventory of all equipment purchased wholly or in part, with grant funds. The equipment must be marked with OES property stickers.
- f. Maintain detailed source documentation that identifies staff working overtime, hours worked, amount of overtime, and hourly rate of overtime.

2. **Administrative Requirements**

- a. [2004 Recipient Handbook](#).

The *2004 Recipient Handbook* contains administrative information and requirements necessary to implement this program. Grantees must administer grants in accordance with the handbook requirements in effect at the time of the grant award agreement. Special attention should be given to, Section 2236.11, Out-of-State Travel, Section 2236.4, Travel Claims, Section 2171.61 Overtime, and Section 2300, Equipment.

- b. Coverdell `05 Program Guidance, including any supplemental documentation.

The Coverdell `05 Program Guidance contains program specific information to be used as a guide in the implementation and reporting requirements of the applicant's project. Coverdell `05 Grant Recipients who do not have a copy of the Coverdell `05 Guidance can request one from their OES program specialist.

- c. Progress Reports and Data Collection.

Funded Coverdell `05 projects are required to participate in data collection and to submit reports when deemed necessary. A 90-day status report detailing the activities during the implementation period is required for this project. Additionally, all Coverdell `05 projects will submit a six-month and a final 12-month Progress Report. Progress reports are due 30 days after the end of each reporting period.

3. **Source Documentation**

In accordance with federal requirements Coverdell `05 projects must provide information and data relative to applicant's pre-grant and post-grant forensic science capabilities.

Based upon the number and types of cases accepted by the laboratory, projects must collect and report data relevant to 1) change in the average number of days between submission of lab

requests and the delivery back to the requesting agency, 2) the number of backlogged forensic cases analyzed with FY 2005 Coverdell funds, if applicable, and 3) the number of forensic science personnel who have completed appropriate training or educational opportunities with 05 funds.

The applicant, when approved for funding, is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities, achievements, line item detailed expenditures, and laboratory service turnaround times.

Information includes, but is not limited to the following:

- Providing documentation of a continual education/training for qualifying forensic scientists with records of travel reimbursement, and expenses for training see Section 2236 of the 2004 Grant Recipient Handbook,
- Providing information relevant to the project's ASCLD accreditation status,
- Providing data relevant to the number and types of cases used for criminal justice purposes (pre and post-grant), including the change in the average number of days between submission (turnaround time) of a request and the delivery back to the requesting agency and;
- Providing data relevant to the number of backlogged forensic cases analyzed, if applicable.
- Provide functional time reporting data for overtime purposes.

G. PREPARING AN APPLICATION

The following components are required for a complete application:

- Application Cover Sheet,
- Grant Award Face Sheet (Form A301),
- Certification of Assurance of Compliance,
- The Project Narrative,
- The Budget Narrative and Project Budget (Forms A303a-c), and
- The Application Appendix

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PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

Applicants should remember that the project narrative should support the goal of the Coverdell '05 Program, which is to improve the quality, timeliness, and credibility of forensic science service over current operations.

1. Problem Statement

The purpose of the Problem Statement is to persuasively illustrate the applicant's need. Utilize the California State Auditor's Report of December 1998, *Forensic Laboratories: Many Face Challenges Beyond Accreditation to Assure the Highest Quality Services*. You may obtain a copy of this report by contacting the California State Auditor, Bureau of State Audits, 555 Capitol Mall, Suite 300, Sacramento, California 95814, (916) 445-0255, or by accessing it on line at <http://www.bsa.ca.gov/bsa/summaries/97025.html>.

The Problem Statement should include, but not be limited to, the project's laboratory size and staffing details, number of qualifying full-time scientists, a summary and assessment of the projects pre-grant forensic science capabilities.

2. Plan

This section of the application should describe and demonstrate the project's Plan to improving the quality, timeliness, and credibility of forensic sciences services.

Applicants should thoroughly describe how this grant award (intended for training/ educational, backlog and equipment purposes) would enable them to improve the quality, timeliness, and credibility of forensic science services. Please provide information and data relative to the laboratory's current forensics capabilities. This should include the types and numbers of cases used for criminal justice purposes. Applicants should also include information relative to the number of qualifying forensic scientists planning to attend

training/educational courses, number or estimate of backlogged cases, and equipment needs during the proposed grant period.

3. Implementation

As stated earlier, agencies awarded funds under the Coverdell '05 Program must be ASCLD accredited or have applied for ASCLD accreditation.

If your agency is seeking ASCLD accreditation and you would like to be considered for funding under the Coverdell '05 Program, you must submit proof of ASCLD application and current status in your OES application. If your agency is ASCLD accredited, please provide a copy of your certification with your OES application.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the [2004 Recipient Handbook](#). The applicant can also go to the OES web site at www.oes.ca.gov select Criminal Justice Program Division, go to "Plans and Publications, 2004 Recipient Handbook" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

1. Budget Narrative

Applicants are required to submit a narrative with the Project Budget. The Budget Narrative must be typed and placed in the application in front of the budget pages. In the narrative identify and describe:

The number of full-time qualifying forensic scientists designated to be served under this program, the duties of the scientists, including any qualifications or education level necessary to the job assignment requiring training/ongoing education for accreditation purposes, and how the training programs identified in the budget will improve the agency's quality and timeliness of forensic science services over current operations.

The number or estimate of backlogged cases projected to be completed with Coverdell '05 grant funds.

Identify type of equipment that will be purchased see Section 2300 Equipment for further information.

2. Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Overtime Salary (applicable to backlog)
- Operating Expenses; and
- Equipment.

Each budget category requires line-item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Do not indicate “estimated cost” on any line item. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

Please contact the Program Specialist for samples of approved Budget pages, if necessary.

- a. Personal Services – Overtime (*2004 Recipient Handbook Section 2171.61*, Form OES A303a):

For the purposes of backlog, this program will allow reimbursement for forensic staff working overtime to prevent and reduce the number of backlogged forensic cases.

- b. Operating Expenses (*2004 Recipient Handbook Section 2200*, Form OES A303b):

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software, equipment rental/lease, telephone expenses, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category.

- b. Equipment (*2004 Recipient Handbook Section 2300*, Form OES A303c):

Equipment is defined as nonexpendable tangible personal property having a *useful life of more than one year* and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

Allowable Program Costs:

For the purpose of the Coverdell '05 Program, only the identified costs listed below will be allowable:

Education & Training Classes: Coverdell funds may be used for appropriate internal and external training/continual education opportunities (travel) as they relate to ASCLD standards (refer to the Coverdell '05 Program Guidance for a partial listing of training programs). Out-of-state trainings are appropriate use of the Coverdell funds. See Part III – Forms of this RFA for the necessary supporting documentation for an out-of-state travel request.

Audit Costs: Projects must budget audit costs up to a certain amount (handbook section 8150 through 8154).

Travel & Per Diem: Applicants may prepare the budget using their own travel policy or the state travel policy guidelines.

Non-Competitive Bid Request: (aka Sole Source) Projects seeking to procure a service provider for internal laboratory training needs should refer to the Grant Recipient Handbook Section 3500 for details.

Personal (OES A303a): Coverdell funds may be used to pay for over time salaries to prevent and/or reduce the backlog of forensic cases.

Equipment (OES A303c): The Coverdell '05 Program will be authorizing funds for Equipment. Please see Coverdell '05 Program Guidance for specific permissible types of expenses.

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project's current/proposed ASCLD/Lab accreditation status;
- Project Contact Information;
- Additional Signature Authorization (if applicable);
- Out of State Travel Request; OES 700, Appendix S, (if applicable);
- Non-Competitive Bid Request (if applicable); and
- Operational Agreement